

Minutes of the NOvA Institutional Board Meeting at Argonne
January 29, 2005

Representatives

Argonne:	Dave Ayres
Athens:	absent
Caltech:	absent
UCLA:	absent
Fermilab:	John Cooper
College de France:	absent
Harvard:	Gary Feldman
Indiana:	Stuart Mufson
ITEP-Moscow:	absent
Lebedev:	absent
Michigan State:	Carl Bromberg
Minnesota, Duluth:	absent
Minnesota, Minneapolis:	Ken Heller
Munich:	absent
SUNY, Stony Brook:	absent
Northern Illinois:	absent
Ohio:	absent
Ohio State:	absent
Oxford:	absent
Rio de Janeiro:	Hiroshi Nunokawa
Rutherford:	absent
South Carolina:	absent
Stanford:	Stan Wojcicki
Texas A&M:	absent
Texas, Austin:	Karol Lang
Tufts:	absent
Virginia:	absent
Virginia Tech:	absent
Washington:	absent
William & Mary:	absent
Wisconsin:	absent

Peter Litchfield was present as the IB Chair.

1. Election of Co-Spokespersons. Peter reported on the results of the email nomination of Co-Spokesperson candidates. There were only two nominees, John Cooper and Gary Feldman. Since this is the first Co-Spokesperson election, both positions need to be filled. The Bylaws specify that the candidate with the most votes will serve for two years and will chair the Executive Committee, while the candidate with the next highest number of votes will serve for only one year, so that future Co-Spokesperson elections can be held at one-year intervals. Since a tie seemed likely in this case, which was not foreseen by the Bylaws, Peter proposed that the electors should specify which of the two candidates should be elected for a two-year term, and which for a one-year term, by the order of the names on the email ballots. Since the Bylaws give the IB Chair the authority to determine procedures to be used in Co-Spokesperson election situations that are not anticipated by the Bylaws, this procedure could be implemented without any change to the Bylaws. The IB members present at the meeting unanimously agreed that the procedure proposed by Peter should be followed. Peter will ask NOvA electors to vote for Co-Spokesperson candidates soon after this meeting.
2. Election of "young member" of the Executive Committee. Peter also reported on the results of the nominating process for the "young member" of the EC. Only one qualified nominee, Leon Mualem, received the required two or more nominations. Since the Bylaws do not specify the procedure to be used when

there is only one nominee, Peter proposed that Leon be declared elected immediately and that no email vote be held for that position. The IB members present at the meeting agreed unanimously that this procedure be adopted, and that the Collaboration be informed that Leon would serve as the young member of the EC for the next two years.

3. Results of request for electors. Peter announced the results of his request for collaborating institutions to submit their lists of qualified electors to him by email. A total of 125 names were submitted by 29 institutions. In addition, four institutions (Cambridge, Louisiana State, Rochester and York) chose to withdraw from the NOvA Collaboration at this time. The IB members present at the meeting agreed that these four institutions should be removed from the Collaboration. Two other institutions (Lebedev and Virginia Tech) did not respond to Peter's repeated requests to submit their lists of electors. Peter will continue his efforts to contact NOvA collaborators at these institutions.
4. Plan for Executive Committee elections. Peter reviewed the procedures for the upcoming election of EC members. The Bylaws specify that email nominations be submitted to the IB Chair in time for him to present the list of qualified nominees to the IB at the meeting closest to March 1. Since this would delay the first EC elections until after the May Collaboration meeting, Peter proposed that he should initiate the email balloting procedure shortly after the email nomination period had ended, so that the newly-elected EC could begin to function at the earliest possible time. The IB members present at the meeting agreed unanimously that this procedure be adopted.